



Bairnsdale
SECONDARY COLLEGE

**1:1 Program
Information Booklet**

Rented Device

2018

1:1 Program @ BSC

We extend to you a warm welcome to Bairnsdale Secondary College for 2018. The purpose of this information booklet is to provide you with information on the IT device requirements for students at the College in 2018.

Our 1:1 program allows students to use the device with which they are most comfortable and with which their learning will be most effective. Recognising the importance of choice, we offer a number of solutions from which students can choose the most appropriate to suit their individual needs:

- Students may provide their own personally owned **Windows-based** portable device to be linked to the school network. This could be a Windows-based tablet or netbook/notebook. The minimum requirement is that the device must be running Windows 8.1 (not Windows RT)
- Students may provide their own personally owned iPad (minimum iPad 3) to be linked to the school network.
- We will continue to offer the availability of an (out of warranty) school-owned netbook on loan on an annual basis for the term of the student's enrolment for a termly fee of \$30.

Safe and Secure

To maintain a safe and secure learning environment, a filtered internet connection will be provided for students. Students should only use their device as directed by their teacher in the classroom. Any unauthorized use may result in the device being confiscated, searched, and privileges being revoked. At school, the students will use the computers in class and store them in their lockers at recess, lunch and when they are not required in class. Students are responsible for their netbooks. At the end of the day they are expected to take their computers home to re-charge the battery and, where appropriate, to complete work.

What Do I Need to Do Now?

All students are required to have use of a personal device through one of the above solutions. Once you have decided which option is going to be best for your child, please complete the Acceptable Use Agreement at the back of this booklet. This should be signed and returned to the school.

Further information on the program, together with copies of all documentation can be found on our website at <http://www.bairnsdalesc.vic.edu.au/netbook-program.html>

If you have any further queries regarding the program, please contact Mandy Holmes (holmes.mandy.m@edumail.vic.gov.au) ph: 5150 4800

FREQUENTLY ASKED QUESTIONS ABOUT 1:1

1. **What is a netbook?**

A netbook is best described as a smaller lightweight laptop computer. This allows for them to be easily carried between classes and to and from school. It also allows students to use the devices on desks with a number of other students and books

2. **Renting from the school:**

The netbook is owned by the College and therefore if a student exits (no longer attends) they will be required to return the netbook.

Each netbook should only be used by the student (at school and at home) – siblings, parents, friends are not to use your computer.

3. **Can I bring my own computer to school?**

Yes, students may provide their own personally owned **Windows-based** portable device to be linked to the College network. This could be a Windows-based tablet or netbook/notebook. The minimum requirement is that the device must be running Windows 8.1 (not Windows RT.)

Alternatively, students may provide their own personally owned iPad to be linked to the school network (minimum iPad3). Please see our **Bring Your Own Device (BYOD) Information Booklet** for further information.

4. **Does the netbook come with any accessories?**

As a part of the rental agreement, a skin and case will be provided and must be used at all times. The protective case is for transporting the netbook safely to class and to and from school in your school bag and should be labelled (sticker or tag) to assist students managing their netbook. A skin is also included that will allow you to personalise your netbook and assist with determining individual's computers.

Accessories that will be required by all students:

- USB (on the College booklist)

The following accessories will not be provided by the school but may be purchased by parents to support your learning:

- External hard drive (for back up purposes)
- External DVD drive
- Additional battery
- Mouse

The stickers and skin with the school name, students name and device serial number must not be removed from the netbook.

5. **What has to happen before students can get their netbook?**

Prior to netbooks being issued:

- Parents and students are requested to sign the Acceptable Use Agreement and pay the \$50 computer levy
- Parents/guardians are requested to sign the Rental Agreement and pay the required bond of \$100.00

6. **Will I use the netbook for every class?**

Students will not spend all day every day on the computers. Here at the College, we believe there is still a place for writing and social interaction. Students will still be expected to bring books and pens to some classes. Individual teachers will make judgments about netbook use based on their subject content.

The curriculum at the College already involves considerable use of Information Communication Technology (ICT). However, as students will now be able to have more access to resources and programs that support their learning, we will expect this use to increase. Students will need to either take the netbook to each class or leave it securely locked in their locker.

7. *How do netbooks (1:1 learning) improve student learning?*

Mobile computers give students the most important tool of the digital age so they can connect, collaborate and create.

Research and experience in Victoria and around the world shows that achieving a 1:1 student to computer ratio is a significant way to achieve improved educational outcomes.

Advantages of a 1:1 ratio include:

- Encourages independent, self-initiated learning. This assists students to personalize their learning.
- Students explore and experiment with ideas and information in a way that reflects the digital age in which they live. In many cases this assists with student engagement.
- Increased collaboration with other students – within the class and at different schools, states and even countries.
- Allows increased use of modern ICT tools. In particular an increase in tools that allow collaboration and communication (including web 2.0 tools).
- The ability to effectively keep digital portfolios is improved. Such digital portfolios will be able to be managed at our College
- A portable device allows flexibility in the classroom. Spaces can be re-organized and students can still work on computers e.g. students can work individually, in pairs or groups.
- It extends learning beyond the classroom. There is continuity in their learning between school and home.
- Enhancement of the ICT skills for 21st century learning and the workforce.

8. *Will text books still need to be purchased?*

Some books are still recommended as the preferred option. However, when appropriate e-resources are available and suitable licenses are arranged, the College may include these on the booklist. Often the e-resources are cheaper and we would hope that this could help reduce the costs to families.

9. *Can I charge the netbook at school?*

You need to ensure that the battery is charged at home every night before coming to school. This will ensure that your netbook is ready for use in all classes. Power cords must be left at home. Students need to monitor their battery life to ensure they have enough charge for the afternoon classes.

10. *Where will I keep my netbook during the day?*

You are responsible for your netbook at all times. When you are not using your netbook during the day it will be stored in your locker, which you are required to keep locked.

11. *What happens to my netbook after school?*

You are required to take your netbook home to do your work and to re-charge the battery.

If you are not going home you will be required to keep the netbook with you inside your school bag and to care for it as you would your mobile phone, iPod, etc. There will be limited facilities to leave and charge your netbook at school. Under exceptional circumstances you may be able to leave it at school overnight.

12. *What care do I need to take when transporting the netbook?*

To assist with security students are specifically warned about taking them out in public. They should always be carried in the netbook case inside their school bag. Similar care should be taken with leaving the netbook in exposed locations – for example leaving the netbook on a car seat.

Care should be taken when packing the netbook into the bottom of a backpack as compression with other items such as heavy books may lead to a compression fracture of the screen. You should never store the charger in the netbook case; this could also crack the screen. If this occurs, you will be charged for a new screen.

13. What if my netbook gets damaged?

You will be issued one netbook. If you damage your netbook you are required to take it to the LRC/Library in your Hub area immediately and the damage will be assessed. Accidental damage incurs a \$50 excess fee for each netbook claim logged. Cases of deliberate/malicious damage will be individually assessed.

You will be required to replace lost or damaged chargers (\$50 each.)

14. What happens if my netbook needs repair?

From time to time your netbook may need repair because it is not running properly. If your computer needs repair it must be returned to the LRC/Library where it will be assessed.

Technicians will be available to do this and may carry out the repairs. You will be notified when the computer is available.

When possible, a loan netbook will be provided to you to use at school if your netbook has been submitted for repair.

15. What if my netbook gets stolen?

In the case of suspected theft a police report must be made by the family and a copy of the report provided to the school. **If the netbook is taken from the seat of a car, left on a bus or train, or in any other way that the theft may have been avoided the netbook may not be able to be replaced.** If a device is significantly damaged or lost (and is not covered by insurance) the Principal will determine whether replacement is appropriate and/or whether or not the student retains access to a device for home use in the future. Families may be charged for the replacement costs.

Loan netbooks may not be able to be issued to replace netbooks that have been lost or stolen.

16. How do I care for my netbook?

The following conditions must be adhered to:

- The netbook needs to be stored and transported, when not in use, in the protective cover provided.
- In order to protect the screen additional items **should not** be stored in the netbook sleeve or cover (e.g. charger, cords, pens, papers or disks), as this may damage the screen
- The netbook must be carried within its protective case inside the normal school bag.
- Pressure on the netbook can cause permanent damage to the screen and other components.
- **The netbook should never be left in plain sight in a car or in an exposed area where it can be stolen.**
- To avoid damage care should be taken with sunlight, heat, animals and small children.
- At school the netbook should be securely locked in student lockers when not being used, at recess, lunch and when they are not required in class.
- Netbooks are to be taken home every night and the battery charged.

17. Can I personalise my netbook?

The sticker with the serial number must not be removed. The skin enables students to personalise the outside of the netbook without damaging the exterior.

The rented netbooks are the property of the school. They are not to be altered, marked or personalised in any way. During the device's lifetime the netbook may be used by more than one family. Netbooks or cases that are damaged may be required to be replaced.

18. What software will be installed onto the computer?

The real power of this computer lies in the learning tools provided to the students through a software library that comes pre-loaded on each device. This software is contained in the eduSTAR V5 image, which includes more than 80 software programs - everything from word processing and spreadsheets to multimedia applications and 3D design. One of the significant benefits is that all staff and students are using a consistent suite of programs.

Additional programs will be added to this suite of programs as new software licenses are arranged. Software that is installed onto the netbook is subject to the school's licensing conditions and must not be distributed or deleted.

19. Can I put my own software onto the netbook?

Additional software that may be required for academic (or recreational) reasons can be installed by the technicians upon request (at College discretion.) Students must present with access to the software and proof of copyright obligations having been met.

The national Copyright Advisory Group (CAG) has developed the Smartcopying Website to provide a comprehensive guide to copyright issues affecting Australian schools.

<http://www.smartcopying.edu.au/>

DEECD also has information on copyright and intellectual property on its website:

<http://www.education.vic.gov.au/school/principals/management/Pages/copyright.aspx>

It is your responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

Note: At any time the technician may re-image your computer and restore it to its original settings. If this happens your software and files may be deleted so it is advisable to keep backup copies.

CAUTION:

- Downloading music, games and videos from the internet is prohibited except when explicitly directed to by a teacher.
- The use of games on your netbook is prohibited except when explicitly directed to by a teacher.
- During class, you are not permitted to listen to digital music, or connect in any way to any social network unless you have permission by a teacher for an educational purpose.
- Unauthorised software/games on your netbook can, and will be disabled and or deleted as part of these terms and conditions.
- The use of your netbook for any purpose such as cyber bullying, torrent downloading, pirating activity, pornographic activity or any other illegal activity is strictly prohibited.

20. Will the student files on the netbooks be private?

Although students should keep their netbooks private and not let others use their device, it may be necessary for school personnel to access their device. Students may have their netbook inspected and monitored for appropriate usage. School personnel may request access to the browser history and/or caches as well as any and all files belonging to the student on the netbook or stored on the school servers. Students and parents should be aware that files stored locally on the netbooks or on the school servers are not private. This is similar to conditions in the workplace.

It is the student's responsibility to ensure that only appropriate content is stored on the device. Care should be taken with storing and managing personal data, information and images on the device. Inappropriate content found on the device could incur consequences.

21. Do I need to worry about virus protection?

The netbooks have antivirus software installed. This software scans the netbook for known viruses on start-up. The virus software will be upgraded from the school's network whenever you log onto the school's network.

To avoid viruses you are recommended to:

- not open or reply to any files attached to suspicious or unknown emails.
- delete chain and junk emails. Do not forward or reply to them.
- exercise caution when downloading files from the internet. Save the files to the netbook hard disk and run the virus scanner on the file before opening them.
- consider running virus scans regularly after accessing the internet or personal mail or opening a file from a removable media source. Carry out the scan before returning to the school and connecting to the school network.

NOTE: Other antivirus software must not be installed onto the netbooks as it will slow down their functionality and the programs may interfere with the programs installed.

22. How often should I back up my data on the netbook?

Students are expected to back up their files every evening at home. This may be through a USB, external drive, or internet-based backup to regularly ensure important work is not lost. Loss of work due to drive failure or to the computer being re-imaged (restored to its original settings) will not be an acceptable excuse for work not being completed.

The netbooks can be restored to their original state at any time, therefore, installed software and files may be removed.

23. Can the netbooks go on the internet at home?

At school all students will be able to access the internet at anytime through the wireless network. To use the internet at home you will have to adjust the settings to suit your home network. Although we provide generic instructions to assist with this process, School Technicians will not be able to assist with connecting you to your home network.

When accessing your home network it is important to remember that the Bairnsdale Secondary College ICT Acceptable Use Policy also applies outside of school hours. Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

24. How can the netbooks be used at home?

Examples of home use for which internet access would be required include:

- using online collaborative websites such as class blogs, wikis and potential online conferences
- using school email if available
- using online resources such as digital learning objects located in DigiLearn
- completion of work using online resources.

25. What happens with my username and password on the netbook?

You are required to use the usernames and passwords provided by the school when logging onto the netbook. In order to protect information, in incidents of loss or theft, your passwords are to be kept private and are not to be shared with other students.

26. Will my netbook be recalled at the end of the year?

The College reserves the right to recall the netbook at any time for essential maintenance/audit. We will however endeavour to ensure students retain their netbook over the holiday periods to allow for homework completion. The College reserves the right to recall a device at any time if the terms in this policy are not complied with.

27. Will I have to be more aware of cyber safety with the netbook?

You must abide by the College's Acceptable Use Agreement whenever college equipment or services are involved. This includes the netbook regardless of location.

The Acceptable Use Agreement Policy contains specific responsibilities to ensure student safety:

- You must keep yourselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords.
- You should be respectful in how you talk to and work with others online, and never participate in online bullying.
- You should use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.

It is important that teachers, students and parents share the responsible use of devices at all times. To assist parents with monitoring use of the device it would be reasonable to:

- encourage use in a family room and not in the bedroom
- restrict use at certain times of the evening or weekend
- advise not to take on long trips, and
- regularly examine the documents and other contents of the netbook.

For further information on cyber safety visit the Department of Education and Early Childhood Development's website

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolrescybersafety.aspx>

Further Information Contact:

Mandy Holmes or Marilyn Quayle
Bairnsdale Secondary College
PO Box 325
Bairnsdale 3875

Ph: 5150 4800



Department of Education and
Early Childhood Development



Bairnsdale Secondary College 1:1 Program Acceptable Use Agreement

I intend to Bring my own device

Rent a device from the College (please contact our Finance Office to organise)

STUDENT

Student Name: _____

2018 Year Level : _____

I have read the 1:1 Information Booklet and Acceptable Use Policy and understand that any breach of these conditions may result in internet and mobile technology access privileges being suspended or revoked.

Student Signature: _____ Date: _____

PARENT/GUARDIAN

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

If you have any concerns about the policy, please contact Mandy Holmes (holmes.mandy.m@edumail.vic.gov.au) at the College on 5150 4800.

For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/Guardians can call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

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